

Harford County Government-Dept of Public Works
Road & Stormdrain Plan Transmittal

Project Number: _____ Road Plan Name: _____

Engineering Firm: _____ Phone No: _____

Contact Person/Eng: _____ e-mail address: _____

☐ Reviewer Comments/Date:

☐ Reviewer Comments/Date:

☐ Reviewer Comments/Date:

<input checked="" type="checkbox"/>	SUBMITTAL TYPE (Check all that apply)	REQUIRED PACKAGE	DATE IN	DPW INITIALS	REV ID	TARGET DATE	TARGET DATE W/APPROVAL	DATE OUT
<input type="checkbox"/>	Fee Authorization Letter	Signed Fee Authorization Letter (signed by corporate officer, property owner, contract purchaser, or tenant) and proof of ownership, purchase contract, or lease copy						
<input type="checkbox"/>	Proof of Ownership Or Lease Agreement	Recorded deed copy, executed purchase contract copy, executed settlement statement copy, a tax bill copy or executed lease agreement copy. Operating Agreement if developer entity is an LLC						
<input type="checkbox"/>	1st Review	4 folded copies road & stormdrain plan sets, 1 road & drain comp with hydraulic gradient comps 1 folded copy sediment control plan set 1 folded copy water & sewer plan set 1 copy current Preliminary Plan Approval Letter 1 copy plat – preliminary or recorded Fee Authorization Letter, proof of ownership or lease agreement (if not previously submitted, see above)						
<input type="checkbox"/>	Subsequent Review	1 folded copy road & stormdrain plan set 1 folded markup road & stormdrain plan set (redlined comments)						
<input type="checkbox"/>	Final Review	1 rolled road & stormdrain mylar set with Harford County signature block 1 folded markup road & stormdrain plan set (redlined comments)						
<input type="checkbox"/>	Revision	1 rolled original road & stormdrain mylar set with revision stated in revision block or 1 folded copy road & stormdrain plan set or (2 folded copies road & stormdrain plan sets if modifying existing roads) Revision stated in revision block(s)						
<input type="checkbox"/>	Revision Limits of Approved Road & Storm Drain Plans	2 folded copies of road & stormdrain plans 1 folded copy revised subdivision plat 1 copy of letter from P&Z or verification of concurrence with P&Z Revision stated in revision block(s)						
<input type="checkbox"/>	Update With Spec Change	1 rolled original road & stormdrain mylar set with "Update" above Harford County signature block 1 folded copy of affected plan sheets						
<input type="checkbox"/>	Update Without Spec Change	1 rolled original road & stormdrain mylar set with "Update" above Harford County signature block						
<input type="checkbox"/>	Waiver	2 folded copies road & stormdrain affected plan sheets 1 request letter stating type of waiver and satisfied requirements						
<input type="checkbox"/>	Line & Grade Study	2 folded copies roadway plan showing vertical and horizontal geometry only and any other necessary information						
<input type="checkbox"/>	Variance	2 folded copies road & stormdrain affected plan sheets 1 request letter stating type of variance and satisfied requirements						
<input type="checkbox"/>	Road Special Agreement	Agreement executed by property owner(s), with signature(s) witnessed						
<input type="checkbox"/>	Approved Plan Distribution	3 folded copies road & stormdrain plan set						
<input type="checkbox"/>	Other (Special Request)							

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☐ Remarks→ See Back

☐ Routing For Plan Approval

DPW Reviewer appd date: _____ Chief appd date: _____ Deputy Director appd date: _____ Director appd date: _____